WJTC 14
JETP Working Group
25 Aug 14

WJTC 14 JETP WG

Agenda

1100	Admin/Welcome
1105	CJCSM 3511.01
1130	JTIMS Policy
1145	JOPES/TPFDD/Newsgroups
1215	Break /Find food for Working Lunch
1245	CTP Policy/Study (TRANSCOM)
1330	Budget Tiger Team (TRANSCOM)
1355	Funds Execution
1420	Break
1430	Funds Execution – CTP obligations
1455	TAC issues
1515	Opportunities to Link Transportation
1535	JETP process improvement tools
1615	Break
1625	Best Practices
1650	Action review

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WG Lead: JS J-7/DD PMA, Ms. Denise Maurer

Monday, 25 Aug 14, 1100-1700

VTC Theater (55 seats)

Summary Statement: Working group meeting of the JETP Process Action Team (PAT) to discuss JETP policy and processes. Topics include discussion of CJCSM 3511.01 Resources Manual, policy for using the Commercial Ticket Program, processes for JETP execution and reporting, and best practices amongst CCMDs and Services.

Topic	Outcome
*Implementation of CJCSM 3511.01**	Discussion of new Joint Training Resources Manual
*Commercial Ticket Program (CTP) policy and procedures update**	Agreement on aggregated airlift vs. CTP apportionment and processes
*JTIMS data requirements, policy and processes**	POA&M on use of STRATLIFT module, POA&M on spend plan and execution data
*Budget Tiger Team support update**	None, update from USTRANSCOM
*JOPES processes in exercise construct and execution**	None (Informational)
*Funds execution and reporting processes**	POA&M to implement improved execution and reporting
*TAC report reconciliation/validation techniques**	Adopt/adjust best practices for TAC use
*CCMD/Services Best Practice**	Discuss airlift, sealift, CTP, tracking and reporting expenditures, CCMD / Service / Component coordination best practices
*Opportunities to link transportation requirements between exercises**	Reconciled schedule(s) and POA&M to implement where appropriate

**Stakeholder Inputs*

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TOPIC: **Implementation of CJCSM 3511.01**

Desired Outcome: **Resolution of any outstanding critical or major JETP comments from planner level review of draft CJCSM.**

- **Discuss impact of implementation of changes**
  - **Policy**
  - **Procedures / processes**

- **Resolve critical and major non-concurs**
  - **Present CRM and any comments received prior to WG**
  - **Discuss and resolve non-concurs**
  - **Propose adjudication to planners at WJTC for approval**

*Stakeholder Inputs

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TOPIC: CJCSM 3511.01 - JTIMS data requirements policy

Desired Outcome: Agreed policy on use of JTIMS STRATLIFT module

- ***In planner level chop of draft CJCSM 3511.01***
  - ***"CCMDs shall populate the JTIMS Stratlift module with appropriate exercise transportation cost date, including ROM and updated estimates and actual expenses, as far in advance as possible, but not later than two years prior to the exercise execution year. CCMDs shall update exercise cost estimates in the JTIMS Stratlift module not later than 15 days after every exercise planning conference (CDC, IPC, MPC, FPC) and TPFDD validation. Coordination with the USTRANSCOM Budget Tiger Team is encouraged whenever there are significant changes to amount of personnel and/or equipment to be transported or when the mode of transportation is changed."***

*Stakeholder Inputs

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TOPIC: **JOPES / TPFDD / Newsgroups**

Desired Outcome: **Clear understanding of required processes**

- **Directive CJCSM 3122.02D JOPES Vol III**
  - **"Newsgroups are the primary means of collaboration and coordination"**
- **Newsgroups**
  - **Defined**
  - **Access (how to set up newsgroups)**
- **Responsibilities**
  - **CCMD (exercise sponsor / supported CCMD)**
    - » **Must include budget limit (Not to exceed $)**
  - **TRANSCOM**
  - **Force providers**

*Stakeholder Inputs

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TOPIC: **JOPES / TPFDD / Newsgroups**

- **Newsgroups Defined**
  - **“The formal medium used to coordinate, direct, and document TPFDD development, ULN verification, validation, and deployment planning and execution issues. The supported commander identifies the primary coordination newsgroups to be used. At a minimum, commanders or their designated representatives post … planning orders, … and requests for forces and validation messages to the designated newsgroup. Newsgroups are formal record traffic with a unique date time stamp and can be easily referenced. When orders and direction are posted in newsgroups, the newsgroup postings are directive in nature.”**

**Stakeholder Inputs*

Break

Return with food for Working Lunch

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TOPIC: **Commercial Ticket Program (CTP) policy**

Desired Outcome:

Agreement on aggregated airlift vs CTP decision processes

- **TRANSCOM brief CTP study and guidance from CDR, USTRANSCOM and AMC**
- **Discussion to follow**

*Stakeholder Inputs

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TOPIC: Budget Tiger Team support update

Desired Outcome:

JETP COI understands policy and guidance from USTRANSCOM

- ***USTRANSCOM information brief***
  - ***Makeup***
  - ***Capability***
  - ***Capacity / frequency***
  - ***Fora***
  - ***Request procedures***

*Stakeholder Inputs

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TOPIC: **Funds Execution**

Desired Outcome: **Inform FY14 status; Prepare for FY15Q1**

- **FY14**
  - **Obligations and expenditures as of 22 Aug**
  - **Expected obligations and expenditures EoY**
    - **Bills**
    - **TACs**
  - **Returns and late charges – who and how much cushion?**
- **FY15**
  - **Budget or CRA**
  - **Funds required for Q1**
    - **CCMD Spend Plans**
    - **Force providers coordinate with CCMDs NLT 10 Sep**

Break

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TOPIC: **Funds Execution – CTP Obligations**

Desired Outcome: **Improve obligation of CTP funds during EY**

- **FY13**
  - **CTP is ~ 18% of JETP; $27.3M in FY13**
  - **Expenditures were 83%**
- **FY14**
  - **CTP requested is approximately the same as FY13**
  - **Obligations on 31 Jul 14 were 34% of funds distributed**
  - **$17M remains unobligated**
- **Slow obligations & late returns hurt the enterprise**
- **How can we improve performance for benchmarks?**

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TOPIC: TAC report reconciliation/validation techniques

Desired Outcome: Adopt/adjust best practices for TAC use

- **Processes for TAC use (how things are shipped using TAC)**
  - **MSC**
  - **SDDC**
  - **Svcs and CCMDs**
- **TAC charge reporting (who distributes and frequency)**
  - **MSC**
  - **SDDC**
  - **Svcs and CCMDs**
- **Reconciliation and Validation of charges**
  - **Responsibility (Units / Svc CCs / Svcs / CCMDs)**
  - **Reporting**

*Stakeholder Inputs

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Topic:

Opportunities to link transportation requirements between exercises

Desired Outcome:

Discussion and preliminary review of schedules
POA&M to implement where appropriate

- **Linked Exercises**
  - **CCMD JEP**
  - **Svc Exercises**
- **CCMD / Svc CCs coordination**
  - **How and where to publish schedules?**
    - » **JEP – JTIMS?**
    - » **Svc Exercises?**
    - » **TRANSCOM as coordination point?**
- **TRANSCOM policies**
  - **Whole ship or aircraft**
  - **Liner or channel cargo**
  - **Double billing?**

*Stakeholder Inputs

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TOPIC: **JETP process improvement tools**

Desired Outcome:

POA&M to implement improved execution and reporting

- **Desire to automate some of the process?**
  - **Required processes**
  - **Current Processes**
  - **Should we automate some or all of the processes?**
    - » **If yes, which parts?**
- **Potential solutions**
  - **(JTIMS, Joint Investment DataBase (JIDB), other system?)**
  - **Benefits**
  - **Other potential impacts**

*Stakeholder Inputs

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JETP execution – Required processes

- **Estimates, distribution requests and reporting execution data**
  - **Formal to semi formal; various processes**
- **Estimates**
  - **JTIMS / POM / PBR / PEP / Spend plan / email**
  - **JTIMS data incomplete, poor latency**
- **Distribution tracking**
  - **Requests**
  - **Distribution status**
  - **Changes to plans and estimates**
    - **Reallocation**
    - **Returns**
- **Reporting Obligations / Expenditures**
  - **DFAS direct (TACs)**
  - **TRANSCOM monthly reports and Svc monthly flash reports**

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JETP execution – Process Issues

- **Tracking and visibility of funds distribution**
  - **CCMD validation to recipients via email and/or Newsgroup (workflow)**
  - **CCMD has little visibility over execution once funds go to units**
  - **Recipients lose visibility after request is sent to JS J7 (workflow)**
  - **Obligation/expenditure data time late**
    - **Service/CCMD monthly flash reports to JS Comptroller**
    - **Service/CCMD interim email reports to JS J7**
- **Maintenance of JS J7 JETP Master Ledger**
  - **Tedious; requires JS J7 for all entries**
  - **Manual entry / excel spreadsheet creates opportunity for errors**
- **Auditability**
  - **"Record traffic" is email to/from JS J7**

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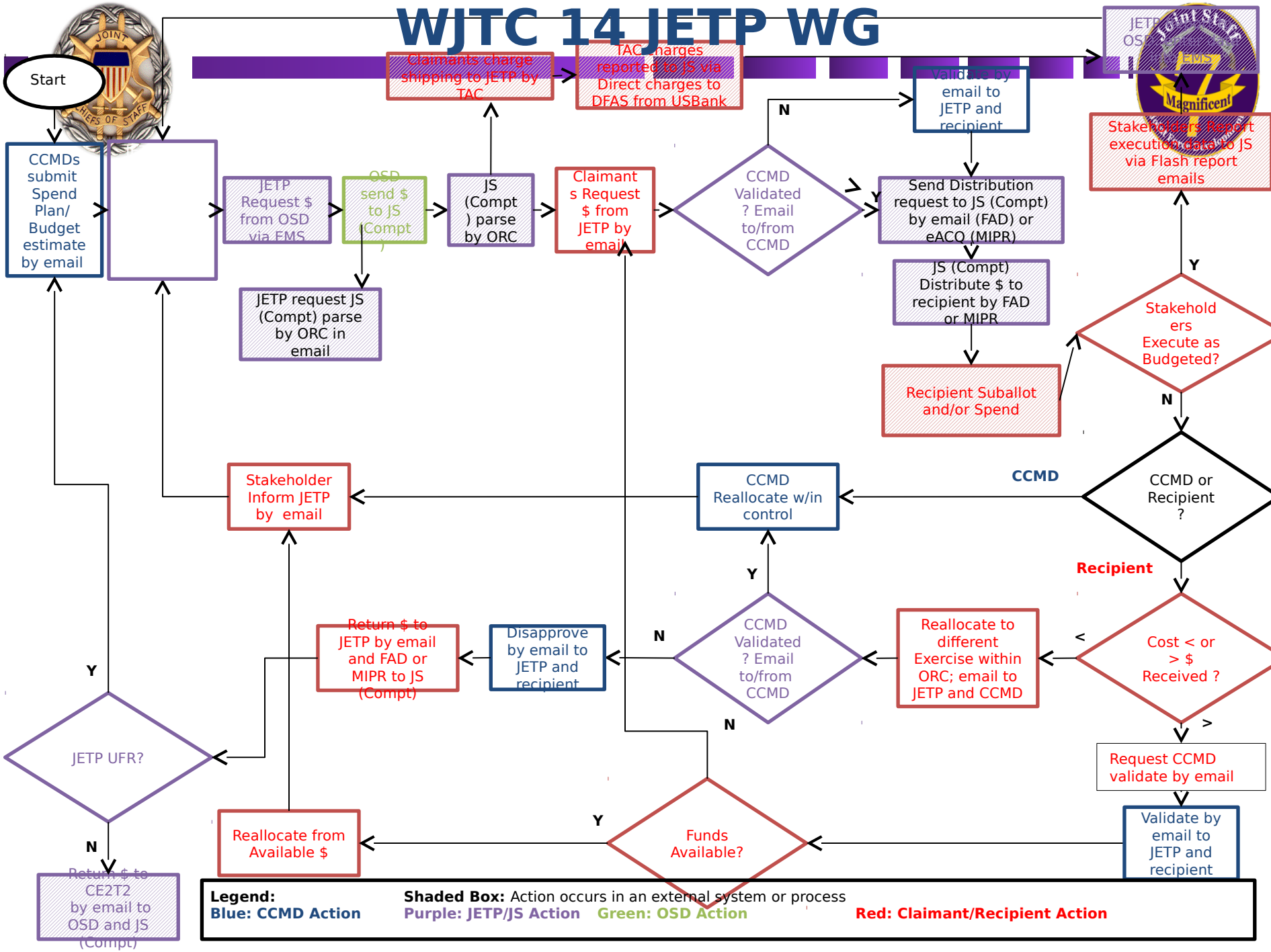
Start
CCMDs submit Spend Plan/ Budget estimate by email
JETP Request $ from OSD via EMS
OSD send $ to JS (Compt)
JS (Compt) parse by ORC
Claimants charge shipping to JETP by TAC
TAC charges reported to JS via Direct charges to DFAS from USBank
Claimant s Request $ from JETP by email
CCMD Validated ? Email to/from CCMD
N
Y
Validate by email to JETP and recipient
Send Distribution request to JS (Compt) by email (FAD) or eACQ (MIPR)
JS (Compt) Distribute $ to recipient by FAD or MIPR
Recipient Suballot and/or Spend
JETP request JS (Compt) parse by ORC in email
Stakeholders Execute as Budgeted?
Y
N
Stakeholders Report execution data to JS via Flash report emails
Magnificent!
CCMD or Recipient ?
CCMD
Recipient
CCMD Reallocate w/in control
Stakeholder Inform JETP by email
Cost < or > $ Received ?
<
>
Reallocate to different Exercise within ORC; email to JETP and CCMD
CCMD Validated ? Email to/from CCMD
N
Y
Disapprove by email to JETP and recipient
Return $ to JETP by email and FAD or MIPR to JS (Compt)
Request CCMD validate by email
Validate by email to JETP and recipient
Funds Available?
Y
N
Reallocate from Available $
JETP UFR?
Y
N
Return $ to CE2T2 by email to OSD and JS (Compt)
Legend:
Blue: CCMD Action
Shaded Box: Action occurs in an external system or process
Purple: JETP/JS Action
Green: OSD Action
Red: Claimant/Recipient Action

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JETP execution – Tracking funds movement

- **Current Process**
  - **Stakeholders email JETP requests to JS J7**
  - **JS J7 enters data into Excel Spreadsheet (Master Ledger)**
  - **JS J7 enters data into the Master Ledger**
  - **JS J7 compiles tables by CCMD and by recipient**
  - **JS J7 emails to stakeholders for validation**
  - **Stakeholders email Financial reports (obligations/expenditures)**

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JETP execution – Potential benefits of automating process(es)

- **Reliability – Formal database vice Excel spreadsheet**
- **Visibility**
  - **Data available for review / retrieval in tailored reports**
  - **Stable format versus oft-changing excel spreadsheet**
  - **Notification of progress in workflow**
- **Improved user interface**
  - **Stakeholders input requests and execution data directly - once**
    - **Versus multiple email and manual entries now**
  - **CCMD validation of stakeholder requests in workflow**
    - **Currently by TPFDD Newsgroup and/or email**
- **Internal Controls – Permissions for access**
  - **Varying levels based on roles and responsibilities**
  - **JS J7 coordinate permissions with primary JETP stakeholders**

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JETP execution – Potential process automation solutions

- JIDB
  - Government owned
  - Similar to software / database in use by T2 / JNTC Community
  - Some familiarity within CE2T2 community
  - Will require further development
- JTIMS
  - Government owned
  - Familiarity within JETP / CE2 / JEP community
  - Will require further development
- Other system?

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JETP execution – Potential process automation POA&M

- **25 Aug 14: Consensus on seeking some automation**
- **1 - 31 Sep 14: Develop automated solution**
- **1 Oct 14: Commence phased implementation**
  - **Community follows current process until transition by individual organization**
  - **JS J7 populate both systems concurrently**
- **1 Nov – 31 Dec 14:**
  - **JS J7 troubleshoot system**
  - **JS J7 and community beta test system**
- **1 Jan 15: All JETP users transitioned to automated system**

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TOPIC: CCMD / Svc / Svc CC Best Practices for JETP

Desired Outcome: Best practices shared and documented (where?)

- **Planning / estimating**
- **Execution**
  - **Requests**
  - **Distribution**
  - **Tracking**
  - **Reporting**

By type JETP:

- **Airlift**
- **Sealift**
- **CTP**
- **PH**
- **IT**
- **SCCP**

**Stakeholder Inputs*

Action Review